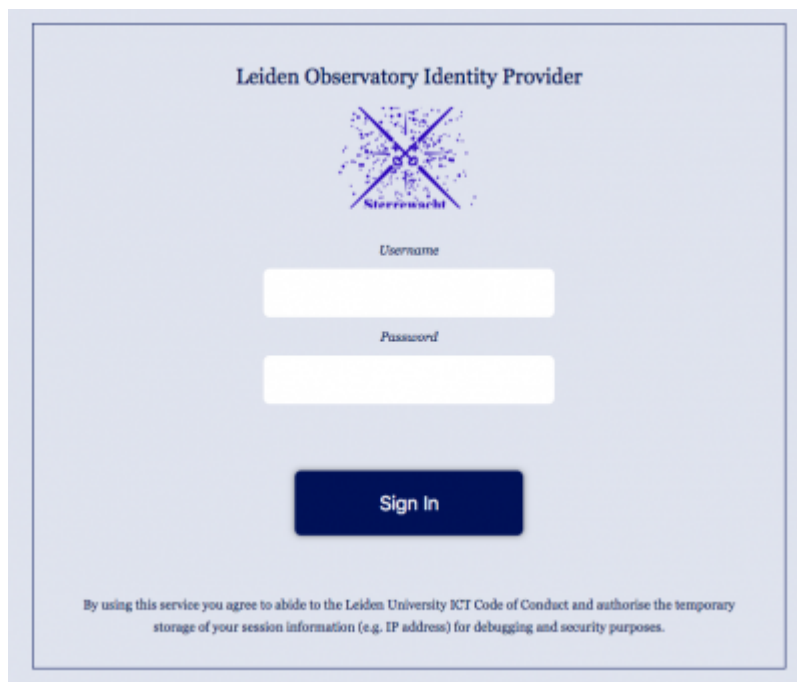


# First Time Access

## With a Smart Phone

First of all, you need to install an APP on your Smart Phone which will record a secret key that we provide to you, and which will also produce the passcodes for 2FA. You can download the FreeOTP or Google Authenticator from either:

A screenshot of the Leiden Observatory Identity Provider login page. The page has a light blue background. At the top, it says 'Leiden Observatory Identity Provider' in a dark blue font. Below this is a logo consisting of a cluster of blue dots with a large 'X' made of blue lines over it, and the word 'Storeworld' in a small, stylized font. Under the logo, there are two input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below these fields is a dark blue button with the text 'Sign In' in white. At the bottom of the form, there is a small line of text: 'By using this service you agree to abide to the Leiden University ICT Code of Conduct and authorise the temporary storage of your session information (e.g. IP address) for debugging and security purposes.'

After you have installed one of the two APPs you are ready to proceed. You now have to go to a web page that helps you setup 2FA. This page is located in our [Self Service area](#). When you access that page you are redirected to the new Observatory Identity Provider and presented with a login window.



The screenshot shows a web interface for the Leiden Observatory Identity Provider. At the top, it says "Leiden Observatory Identity Provider" with a logo. Below that, it states "You need to set up Mobile Authenticator to activate your account." and lists two options: "1. Install one of the following applications on your mobile: a. FreeOTP b. Google Authenticator". Option "a" is selected. Step 2 says "2. Open the application and scan the barcode:" and shows a QR code. Below the QR code is a link "Trouble to scan?". Step 3 says "3. Enter the one-time code provided by the application and click Submit to finish the setup." and "Provide a Device Name to help you manage your OTP devices." It has a label "(Six digit) One-time passcode \*" with an input field, a label "Device Name" with an input field, and a "Submit" button at the bottom.

After entering your account credentials you are presented a QR code on the next page. Now use your smart phone APP to scan this QR code. This QR code is in fact your personal secret key, which you are now saving to your smart phone.



Once you scanned the QR code you get an identity block on your smart phone screen indicating the Observatory Identity server and your username, in this case we show the FreeOTP APP:



To generate a passcode to fill into the WEB page just click the identity block on your smart phone. You are now presented a six digit number. Copy this number to the WEB page. Note that there is a little timer to the left of the passcode. This passcode is valid for the period the timer is shown. This period is 30 seconds. Within this period you must transfer the code to the WEB page and hit the Submit button. If you are too late, the next 30 seconds period start and another passcode is shown.

Since you are now setting up 2FA for the first time, you may also type in a name for the device from which you are getting the passcodes. It is merely a tag for later use. Having filled in all required fields, you continue to Submit the next form.

Now follow the steps from section [Remaining Setup](#)

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